Civil Service Commission Minutes

Cincinnati, Ohio

March 20, 2014

The Civil Service Commission met in regular session in Room 307, City Hall on Thursday, March 20, 2014. Commissioners in attendance were Mr. James Robinson, Chair; Ms. Deborah Gaines; and Mr. Robert Braddock. Commission staff present included Ms. Nancy Olind, Human Resources Assistant Director/Civil Service Secretary Designee, Ms. Arnell Jackson, Division Manager, Workforce Management, and Ms. Seeta Martindale, Recording Secretary.

Since minutes from the March 6, 2014 meeting were circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved.

ENTERPRISE TECHNOLOGY SOLUTIONS

Request from the Enterprise Technology Solutions Department for the exceptional appointment of Michael Love as a Computer Systems Analyst

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact Mr. Love meets the minimum and specialized requirements of the classification.

Request from the Enterprise Technology Solutions Department for the exceptional appointment of James Stanforth as an Information Technology Assistant Manager

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact Mr. Stanforth meets the minimum and specialized requirements of the classification.

HEALTH

Request from the Health Department for the promotion without exam of Gail Long-Cook from a Senior Sanitarian to a Supervising Sanitarian

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Long-Cook meets the minimum qualifications for Supervising Sanitarian and was selected from (4) qualified applicants.

Request from the Health Department for the transfer of Linda Staubach from a Clerk Typist 2 in the Police Department to a Clerk Typist 2 in the Health Department – WIC Program

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

POLICE

Request from the Police Department for the exceptional appointment of Derek Foote as a Criminalist in the Police Department – Criminal Investigation Section

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact Mr. Foote meets the minimum and specialized requirements for the classification.

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Request from the Police Department for the promotion without exam for Jason Hussell from an Automotive Mechanic Crew Chief in Public Services to an Assistant Supervisor of Fleet Services in the Police Department – Fleet Management Unit

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Hussell was selected from among the interested and eligible candidates.

PUBLIC SERVICES

Request from the Public Services Department for the transfer and title change of David Funk from a Storekeeper in the Metropolitan Sewer District to a Public Vehicle Investigator in the Public Services Department

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and title change.

WATER WORKS

Request from the Water Works Department for the promotion without exam of David Long from an Electrical Maintenance Worker 1 to an Electrical Maintenance Worker 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Long has successfully completed one year of service as an Electrical Maintenance Worker 1.

AGENDA ITEMS

Request from Randy Golightly to appeal his rejection from the Police Officer (Lateral Entry) open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Golightly does not meet the minimum work experience as stated in the job posting.

Request from Chris Johnson to appeal his rejection from the Water Customer Service Representative promotional exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Johnson does not meet the minimum work experience as stated in the job posting.

Request from Vincent Key to appeal his rejection from the Utilities Technician open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Key does not meet the minimum work experience as stated in the job posting.

Request from Danielle Williams to appeal her rejection from the Parking Enforcement Officer open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Ms. Williams does not meet the minimum work experience as stated in the job posting.

Request from Chris Maynard to appeal his rejection from the Parking Enforcement Officer open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Maynard does not meet the minimum work experience as stated in the job posting.

Request from Steve Todd to appeal his rejection from the Parking Enforcement Officer open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Todd does not meet the minimum work experience as stated in the job posting.

Request from Sean Tolbert to file a late application for the Equipment Operator 1 promotional exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request based on CSC Rule 05, Section 2, whereby Mr. Tolbert failed to complete a formal application prior to the closing date of the job posting for the promotional examination.

Request from Yudora Flack to appeal her rejection from the Supervising Accountant promotional exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Ms. Flack does not meet the minimum work experience as stated in the job posting.

Request from Amy May to appeal her rejection from the Supervising Accountant promotional exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Ms. may does not meet the minimum work experience as stated in the job posting.

Request from Wendelyn Martin to appeal her rejection from the Police Officer (Lateral Entry) open exam process

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the information presented to the Commission by Ms. Martin.

Request for approval of new and/or revised classifications specifications:

Board of Education

- None

City of Cincinnati

- Parking Enforcement Officer Open
- Welder Helper Promotional
- Water Works Customer Service Representative 1 Open/Promotional

- Water Works Valve Operator 1 Open/Promotional
- Maintenance Machinist Promotional
- Engineering Technician 3 (Traffic Services Bureau/Controller Shop) Open/Promotional

After review and discussion, the Commission approved the request.

Request from the Department of Sewers to add the positions of Supervising Accounting and Deputy Director of Water and Sewers (CFO) to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed positions are consistent with the recommended classifications. The department will delete a Finance Manager position from its table of organization.

Request from the Water Works Department to add the position of Administrative Specialist to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification. The department will delete an Administrative Technician position from its table of organization.

DECISIONS: UNDER ADVISEMENT

The appeal by David Weitzel from the Fire Department regarding using the Z-Scoring method for grading the Fire Captain promotional examination

This matter was brought before the Commission at its 3/20/2014 Civil Service Meeting. The Commission continues to hold the matter under advisement.

Classification Studies on Plant Maintenance Worker, Facility Maintenance Specialist and Building Maintenance Worker positions at the Department of Sewers re-submitted by Human Resources

The Commission continues to hold the matter under advisement.

Hearing Decisions Pending

Curtis Boykins

Hearing Appeals to be scheduled

Name	Scheduled for:
Veronica Barnes	To be rescheduled
Robert DeBonis	04/17/2014
Anthony Axle	To be rescheduled
Erika A Longstreth (Board of Education)	To be rescheduled
Vinson Key	To be rescheduled
Jeff Stallworth	To be rescheduled
Daryl Ross	05-22-2014